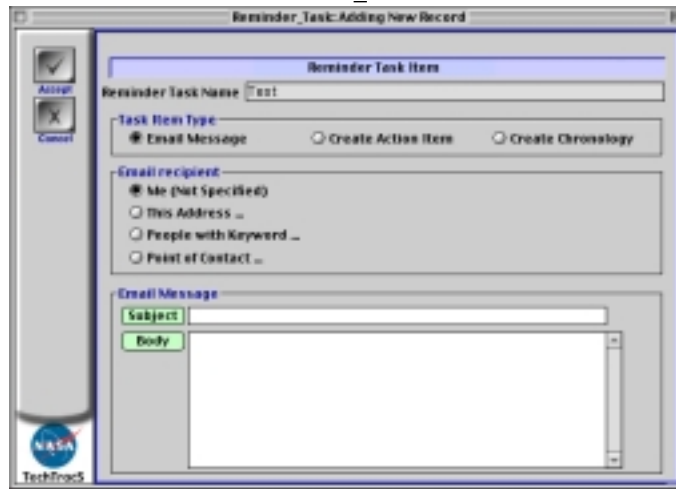


Self Emailing - Tip #49

A useful feature in the Reminder system that is often used, is the ability for the user to email themselves upon a Reminder trigger. However, in order to be able to do that, the user must choose their business card. Otherwise their email address will not be specified to NASA TechTracS for email delivery.

The Reminder_Task Screen



The screenshot shows a window titled "Reminder_Task: Adding New Record". On the left is a sidebar with "Accept" and "Cancel" buttons, and a NASA TechTracS logo at the bottom. The main area is titled "Reminder Task Item" and contains the following fields:

- Reminder Task Name:** A text box containing the word "Test".
- Task Item Type:** Three radio buttons: "Email Message" (selected), "Create Action Item", and "Create Chronology".
- Email recipient:** Four radio buttons: "Me (not specified)" (selected), "This Address ...", "People with Keyword ...", and "Point of Contact ...".
- Email Message:** Two text areas labeled "Subject" and "Body".

To select a business card, go to the Preferences screen and click on the green box in the upper right corner. The user is then identified to NASA TechTracS and can now send email to themselves.

The Preferences Screen



The screenshot shows a window titled "Preferences". It is divided into several sections:

- Current User:** Displays "User Name: SShirley" and "Last Login Date: 06/05/2000". It includes a text box for the user name, a "Change Password..." button, and a green box with a small icon (circled in red) in the upper right corner.
- General Preferences:** A list of checkboxes for various settings, including "Remember last selection", "Trap error messages", "Add records one at a time", "Automatic Sets", "Automatic Sort", "Case Number Prefix", "Personal Agent", "Confirm before cancel", "Confirm Saves", "Hold Print Jobs", "Suppress Status Check", "Suppress Tips", and "Info Messages On".
- Miscellaneous:** Includes a "Units..." button and an "Edit Access..." button.

At the bottom right is a "Done" button.